

UNIT 27: GOOGLE SLIDES INTERFACE LESSON 4: GOOGLE SLIDES TOOLBAR

LESSON OVERVIEW

The Toolbar is located at the top of your doc under the Menu Bar of your doc.

Time: ~30 minutes

OBJECTIVE

Student is able to navigate the interface of Google Slides.

PRINT PREPARATION

1. Print this lesson's Dollar Tracker.
2. Review sequence of activities in lesson.
3. Learn which supplements you will use.
4. Print/Copy/Laminate materials that fit your student's needs.
5. Refer to your Level 2 Guide to read about effective practices.

ONLINE REVIEW

1. Sign into Digitability
2. Click **LESSONS** tab
3. Select **Level 3 - Tech-savvy Ambassador**
4. Select **Unit 27**
5. Select **Lesson 4 - Google Slides Toolbar**

WORKPLACE BEHAVIOR FOCUS FOR THIS UNIT



Using the Dollar Tracker, select two additional behaviors that you will target throughout the course of this unit. Always include participation/contribution in addition to the two new behaviors.



LESSON PLAN

WARM UP



1. Write the following on the board, leaving a blank space for the word **“Menu Bar,” “edit,” “save,” and “view.”**

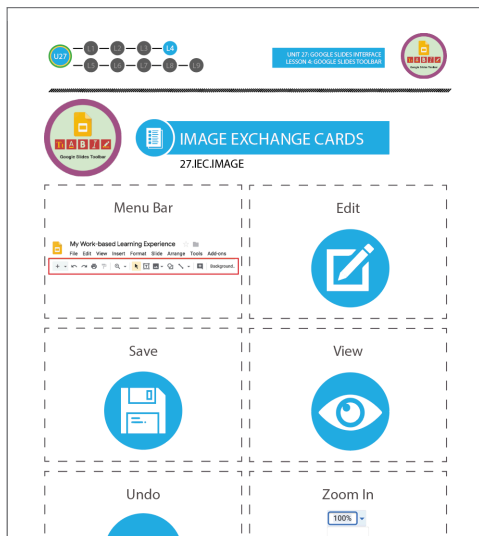
a. The Google Slides _____ is made up of many different menus. Each menu helps you _____, _____, _____, and more.

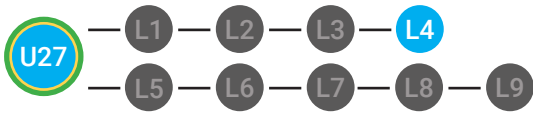
2. Have a student come up to the board to fill in the correct answer.

Repeat the process to ensure all students get a chance to participate and earn a participation dollar.



3. Distribute **27.IMAGE.IEC** to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.





DIFFERENTIATION

- T1** Writes response on board
- T2** Writes response on board with assistance from a Tier 1 partner or writes answer in notebook
- T3** Writes response on board with assistance from an adult or points to **Image Exchange Cards** [27.IMAGE.IEC]



4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [27.4.DollarTracker]

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

+\$ SUCCESSFUL

"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."

-\$ PROBLEMATIC

"Marcus, you [Behavior]. [Behavior]s cost \$1. Next time, [Replacement Behavior] to earn a \$1."

- Participation/Contribution
- Sharing/Helping
- Greeting a guest
- Following Directions/Staying on task
- Encouraging

- Off-task
- Off topic/Inappropriate comment
- Disrespect/Teasing
- Complaining/Whining
- Interrupting
- UMAPA
- Arguing



Pro tip: Remember Rule #3 Avoid a power struggle to stay focused on instruction. We are helping students learn to self-regulate. Therefore, it is important to give students time to opt in or identify their replacement behavior. If a student is not following directions, give them one minute before taking additional dollars.

Behaviors	Name								
Successful									
Participation/Contributing	M								
Sharing/Helping									
Calculating									
Greeting a guest									
Following Directions/ Staying on task									
Encouraging/ Complimenting									
Problematic									
Off Task									
Off topic/ Inappropriate Comment									
Disrespect/Teasing									
Complaining/Whining									
Arguing									
Interrupting									
UMAPA									

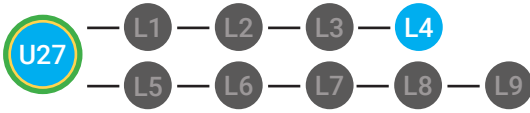
GUIDED WATCHING



Call out earnings to the class, *"[Student] has earned x dollars for participating. [Student] has earned x dollars for participating and sharing. [Student] has earned x dollars..."*



Pro tip: Build confidence in your students Identify students who have not earned money and focus on engaging them. Use differentiation tools if reluctant to participate i.e. have them point or write down their answers. EVERY student should be earning money.

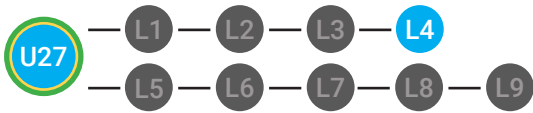


2. Distribute **27.BADGE** to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.



DIFFERENTIATION

- T1** On-topic shared verbal response
- T2** Writes down badge name or walks up to point to badge
- T3** Uses **Badge Board** [27.BADGE] for this unit



3. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [27.4.DollarTracker]

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]



Pro tip: Remember Rule #3 Avoid a power struggle to stay focused on instruction. We are helping students learn to self-regulate. Therefore, it is important to give students time to opt in or identify their replacement behavior. If a student is not following directions, give them one minute before taking additional dollars.

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"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."

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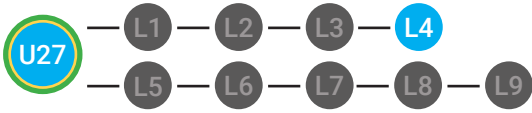



4. Bring attention to screen, *"Let's watch this lesson. I know that [student's name] is actively watching because he has his eyes on the screen, and he is actively listening by giving a thumbs up when he hears the word "Toolbar."*

5. Ask students to give a thumbs up every time they hear and/or see the word **"Toolbar"** in the video.



6. Play video.

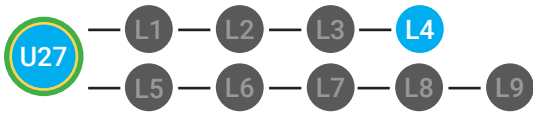


7. Distribute **27.IEC.THUMB** to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



DIFFERENTIATION

- T1** Puts thumbs up
- T2** Uses **Thumbs Image Exchange Card** [27.IEC.THUMB]
- T3** Uses **Thumbs Image Exchange Card** [27.IEC.THUMB]



8. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [27.4.DollarTracker]

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

+\$ SUCCESSFUL

"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."

-\$ PROBLEMATIC

"Marcus, you [Behavior]. [Behavior]s cost \$1. Next time, [Replacement Behavior] to earn a \$1."

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Pro tip: Use content domain to develop expressive communication. If a student gives a one-word answer or a fragment, require a complete sentence before awarding the \$1. Then, use positive narration to reinforce the student's expressive communication:

"I love how you used a complete sentence for your answer. Nice job earning a dollar!"

"Yes, nice job participating, [student]! You earned a participation dollar."

INFORMAL ASSESSMENT



1. Ask, *"For a participation dollar, who can tell me what the Google Slides Toolbar is made up of?"*

Possible Answers: many different icons

Write the term and definition on the board after student responses.



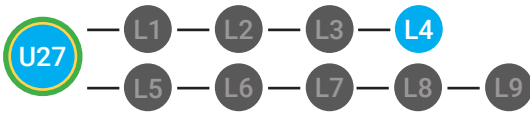
2. Ask, *"For a participation dollar, who can name three things the Google Slides Toolbar can help you do?"*


Possible Answers: edit, undo, zoom in, and more

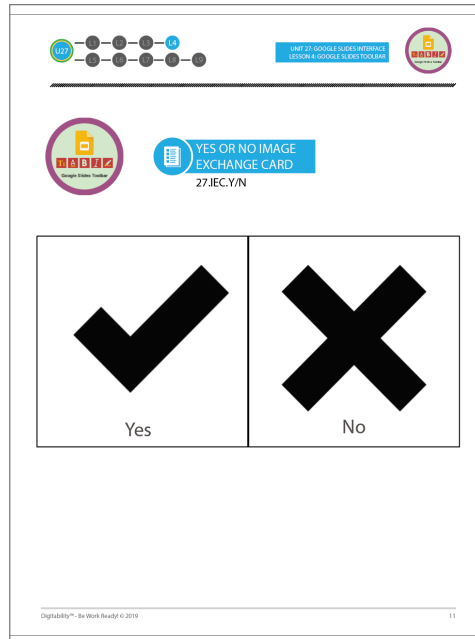
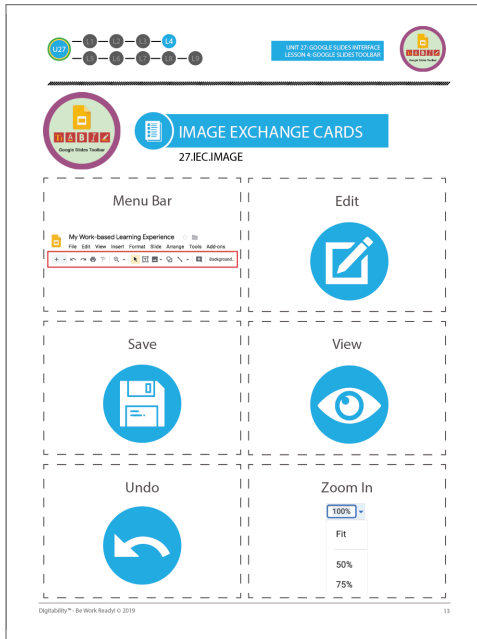


3. Ask, *"For a participation dollar, where is the Google Slides toolbar located?"*

Possible Answers: at the top of your doc under the menu bar of your doc

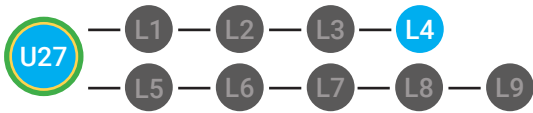


4. Distribute **27.IMAGE.IEC** or **Yes or No Image Exchange Cards** **27.IEC.Y/N** to students. See  **DIFFERENTIATION** for this activity to identify supplements



DIFFERENTIATION

- T1** On-topic shared verbal response
- T2** Writes response down in notebook OR rephrase prompt to a **yes or no** question
- T3** Distribute **Yes or No Image Exchange Card** [27.IEC.Y/N] for rephrased question



5. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [27.4.DollarTracker]



Pro tip: Stick to the script!
Help your students develop self-regulation strategies. Do not give lengthy explanations for behavior. Using clear language formulas helps students identify the workplace behavioral norm AND the optimal replacement behavior.

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

+ \$ SUCCESSFUL	- \$ PROBLEMATIC
<p><i>"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."</i></p>	<p><i>"Marcus, you [Behavior]. [Behavior]s cost \$1. Next time, [Replacement Behavior] to earn a \$1."</i></p>

- Participation/Contribution
- Sharing/Helping
- Greeting a guest
- Following Directions/Staying on task
- Encouraging

- Off-task
- Off topic/Inappropriate comment
- Disrespect/Teasing
- Complaining/Whining
- Interrupting
- UMAPA
- Arguing

PLAY ACTIVITY VIDEO



1. Ask the class, *"Who would like to unlock the Google Slides Toolbar Badge for \$1?"*

Click Activity Button to Play Activity Video

2. Student discusses with class to choose the correct answer.
- a. If student chooses correct answer, have student or whole class dance.
 - b. If student chooses incorrect answer, repeat Step 2 until student unlocks the badge.



3. Distribute and cut out **Word Wall Printout 27.4.5** Students that unlocked the badge will place the Google Slides Toolbar printout on the classroom's word wall. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.

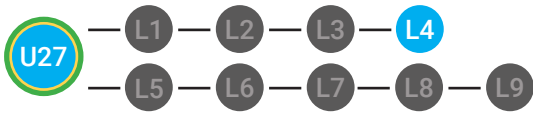


Pro tip: Increase the dollar amount for shy students or to increase motivation.



DIFFERENTIATION

- T1** Student will use verbal prompting to unlock the badge with the class.
- T2** Student will use verbal prompting and hand signals to unlock the badge with the class.
- T3** Student will use hand signals, pointing, prompting levels or adult/Tier 1 partner support to unlock the badge with the class.



4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [27.4.DollarTracker]

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

+ \$ SUCCESSFUL	- \$ PROBLEMATIC
<p><i>"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."</i></p>	<p><i>"Marcus, you [Behavior]. [Behavior]s cost \$1. Next time, [Replacement Behavior] to earn a \$1."</i></p>

- Participation/Contribution
- Sharing/Helping
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- Arguing

ASSESSMENT/EXIT TICKET



1. Distribute the **Google Slides Toolbar Exit Ticket 27.4.6** to students. See DIFFERENTIATION for this activity to identify supplements needed for your students.

T1 IN THE TOOLBAR
EXIT TICKET | 27.4.6.1

Directions: Circle undo in the toolbar. What happens when you click undo? Write your answer on the lines provided.

T2 IN THE TOOLBAR
EXIT TICKET | 27.4.6.2

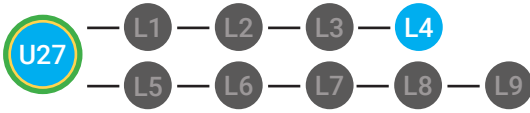
Directions: Circle or point to undo in the Toolbar. What happens when you click undo? Answer the multiple choice question below.

1. What happens when you click undo?
 a. Your text animates
 b. You close your presentation
 c. The last edit you do is reversed
 d. None of the above

T3 TRACE 'N' LEARN
EXIT TICKET | 27.4.6.3

Google Slides Toolbar

The toolbar is located at the top of your doc under the menu bar of your doc.



DIFFERENTIATION

- T1** Using Tier 1 **In The Toolbar** Exit Ticket [27.4.6.1], student circles “Undo” in the Menu Bar.
- T2** Using Tier 2 **In The Toolbar** Exit Ticket [27.4.6.2], student circles “Undo” in the Menu Bar.
- T3** Student has option to complete **In The Toolbar** Exit Ticket [27.4.6.2] or **Trace ‘n’ Learn Card** Exit Ticket [27.4.6.3].



2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [27.4.DollarTracker]

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

+\$ SUCCESSFUL

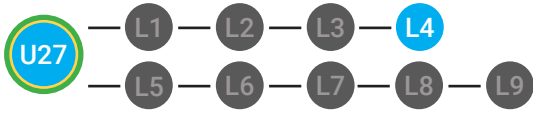
“Nice job [Behavior], Marcus. You earned a [Behavior] dollar.”

-\$ PROBLEMATIC

“Marcus, you [Behavior]. [Behavior]s cost \$1. Next time, [Replacement Behavior] to earn a \$1.”

- Participation/Contribution
- Sharing/Helping
- Greeting a guest
- Following Directions/Staying on task
- Encouraging

- Off-task
- Off topic/Inappropriate comment
- Disrespect/Teasing
- Complaining/Whining
- Interrupting
- UMAPA
- Arguing



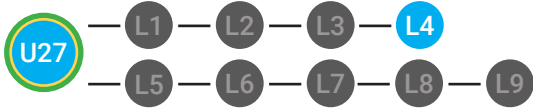
IMMEDIATE FEEDBACK/NEXT STEPS

1. Read off Dollar Earnings Tracker and announce how many dollars each student earned or spent during the lesson.
2. Students will fill in their dollar earnings from the lesson using their **My Digitability Earnings sheet**. Have students staple this sheet into their notebooks so they can use it for the entire unit.
3. If time permits, you can either have students log into their student accounts for independent practice or you can continue on to the next lesson plan.



DIFFERENTIATION

- T1** Login independently using password cards.
- T2** Login independently using password card with the help from a Tier 1 partner for any required troubleshooting.
- T3** Teacher or Tier 1 assistance to help student login using their password card.



Behaviors

Name

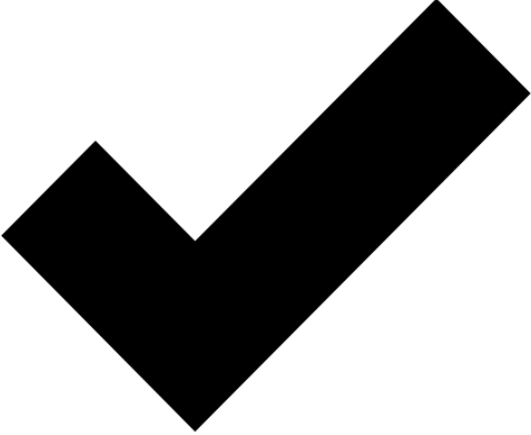
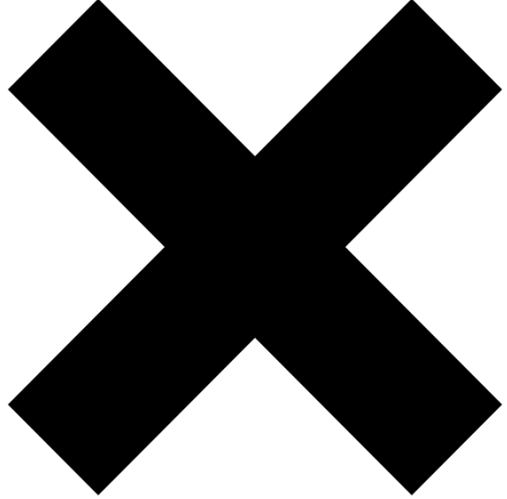
- Successful**
- Participation/
Contributing
- Sharing/Helping/
Collaborating
- Greeting a Guest
- Following Directions/
Staying on Task
- Encouraging/
Complementing

- Problematic**
- Off Task
- Off-Topic/
Inappropriate
Comment
- Disrespect/Teasing
- Complaining/Whining
- Arguing
- Interrupting
- UMAPA

EX: Sam						
Participation/ Contributing						
Sharing/Helping/ Collaborating						
Greeting a Guest						
Following Directions/ Staying on Task						
Encouraging/ Complementing						
Off Task						
Off-Topic/ Inappropriate Comment						
Disrespect/Teasing						
Complaining/Whining						
Arguing						
Interrupting						
UMAPA						



 **YES OR NO IMAGE EXCHANGE CARD**
27.IEC.Y/N

 <p>Yes</p>	 <p>No</p>
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**THUMBS IMAGE
EXCHANGE CARD**
27.IEC.THUMB

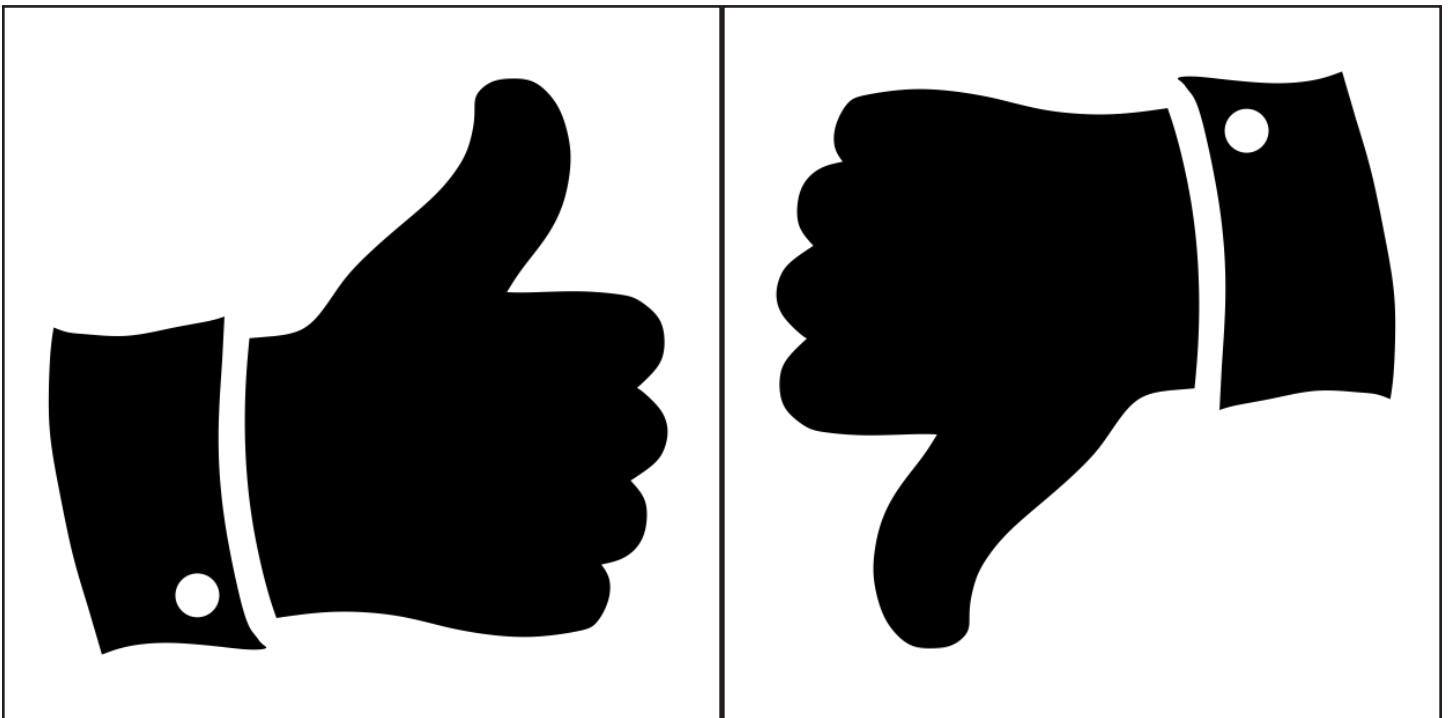
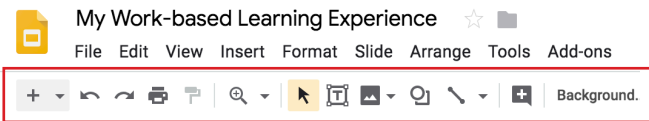




IMAGE EXCHANGE CARDS

27.IEC.IMAGE

Menu Bar



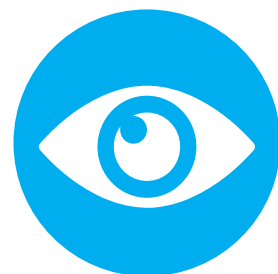
Edit



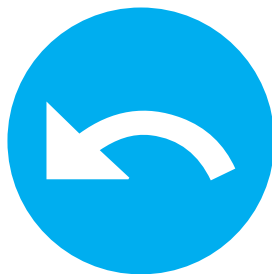
Save



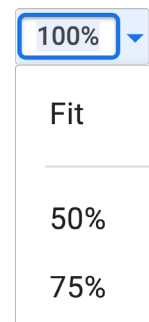
View



Undo



Zoom In





Google Slides File Name

Google Slides Folder Icon

Menu Bar

Google Slides Toolbar

Changing Views in Google Slides

Collaborator Bubbles in Google Slides

Google Slides Presenting Button

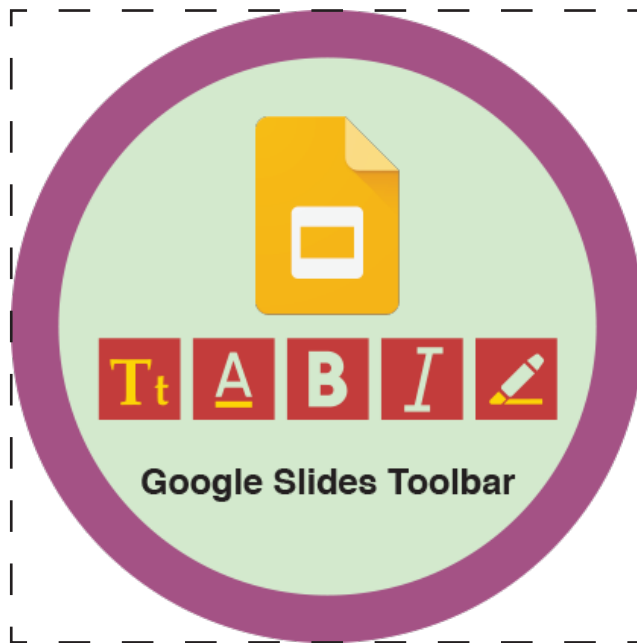
Comments in Google Slides

Google Slides Interface Master Badge



WORD WALL PRINTOUT

27.4.5

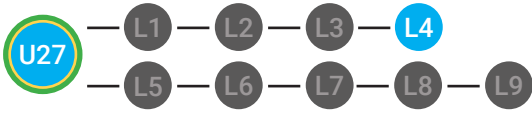


The Toolbar is located at the top of your doc under the Menu Bar of your doc.



DIFFERENTIATION

Choose to cut out badge and definition or only badge for your classroom wall.



T1 IN THE TOOLBAR

EXIT TICKET | 27.4.6.1

Directions: Circle “Undo” in the Toolbar. What happens when you click “Undo”? Write your answer on the lines provided.

My Work-based Learning Experience

File Edit View Insert Format Slide Arrange Tools Add-ons Help All changes saved in Drive

Background... Layout Theme... Transition...

1 My Work-based Learning Experience
By Lamar Morris

2 Learning to Work with a Team
Working with a team required me to change how I saw critique. I needed to...

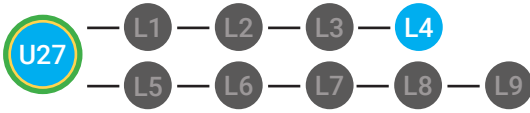
3 My Responsibilities Within the Garden Project

4 Thank You

Learning to Work with a Team

Working with a team required me to change how I saw critique. I needed to...

- Listen to the ideas of others.
- Understand what the next steps are.
- Apply ideas that the team agrees on.



T2 IN THE TOOLBAR

EXIT TICKET | 27.4.6.2

Directions: Circle or point to “Undo” in the Toolbar. What happens when you click “Undo”? Answer the multiple choice question below.

My Work-based Learning Experier

File Edit View Insert Format Slide Arrange Tools Add-ons Help [All changes saved in Drive](#)

Background... Layout... Theme... Transition...

1 My Work-based Learning Experience
By Lemar Morris

2 Learning to Work with a Team
Working with a team required me to change how I saw critique. I needed to...

3 My Responsibilities Within the Garden Project

4 Thank You

Learning to Work with a Team

Working with a team required me to change how I saw critique. I needed to...

- Listen to the ideas of others.
- Understand what the next steps are.
- Apply ideas that the team agrees on.

1. What happens when you click “Undo”?

- Your text animates
- You close your presentation
- The last edit you did is reversed
- None of the above



T3 TRACE 'N' LEARN

EXIT TICKET | 27.4.6.3

Google Slides
Toolbar

The Toolbar is
located at the top
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your doc.



MY DIGITABILITY EARNINGS TRACKER

Unit 27: Google Slides Interface | 27.4.7

DIRECTIONS: Keep this page safe! After each lesson, mark down the date and the dollars you earned.

Name: _____

	DATE:	DOLLARS EARNED:
LESSON 1: Google Slides File Name		
LESSON 2: Google Slides Folder Icon		
LESSON 3: Menu Bar		
LESSON 4: Google Slides Toolbar		
LESSON 5: Changing Views in Google Slides		
LESSON 6: Collaborator Bubbles		
LESSON 7: Presenting Button		
LESSON 8: Comment in Google Slides		
LESSON 9: Google Slides Interface Master Badge		

TOTAL DOLLARS EARNED: